SRJC Counseling Department Orientation and Procedures Manual

2021

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SRJC’s Counseling Department

Welcome to the Counseling Department at Santa Rosa Junior College. We are made up of regular and adjunct faculty, classified staff, and student employees.

While this manual is meant for use by you as a counselor, we encourage all staff in Counseling to utilize this information. Information about our program can also be found at our department website at https://counseling.santarosa.edu/.

This handbook is meant to give you more detailed information about our department so that you can join in and participate fully. It is not meant to tell you how to do things that apply to all faculty on campus (how to turn in grades, payroll, etc.) as that information is available online in the Faculty Handbook.

**Department Mission Statement**

The mission of the Counseling Department at Santa Rosa Junior College is to provide counseling, instruction, and services which assist individuals in attaining their educational, occupational, and personal/life goals.

The Counseling Department promotes and supports diversity of culture and learning and, as an integral part of the educational community, seeks to enhance the lives of those who participate in our programs and enroll in our courses.

**Student Learning Outcomes**

1. As a result of academic counseling session(s), students will be able to access college information and utilize resources to meet their individual needs.
2. As a result of academic counseling session(s), students will understand the requirements necessary to reach their educational goal as demonstrated by the collaborative development of an educational plan.
3. As a result of a counseling session, students will feel personally acknowledged and feel supported and empowered in their ability to succeed in their academic and career development.

**COUNSELING WEEKLY WORKLOAD**

**Area A: Student Contact – Allied (Counseling)**

Academic, career and personal counseling as related to student success in accordance with Title 5, section 51018.

A.1: **Individual Contact (Academic Plans): \*21-28.0**

Drop-in, appointments, phone appointments, distance online counseling (including but not limited to: Skype, e-mail, video conference, Ask a Counselor), QQ-quick question.

**Group Student Contact:**

Group counseling including but not limited to: (Transfer 101, TAG and UC/CSU/Other Transfer App Workshops, Nursing Information Meetings, Probation/Dismissal, department workshops as needed), new student and prospective student orientations, outreach/inreach, tabling on/off campus, student seminar/workshop and classroom presentations, field trips.

*\*Individual and group student contact hours may vary pending in-load teaching schedule.*

**Santa Rosa Junior College Counseling Department maintains individual counseling appointments as a priority.**

A.2 **Student/Professional Prep (S/P-Prep) 5.0**

Student prep and follow up including but not limited to: student transcripts, assessment interpretation, degree and occupational/certificate audits, course articulation, transfer agreements, letters of recommendation, follow-up on behalf of student.

Email and voice mail including but not limited to: individual students, departmental staff, student services programs and faculty, advisory boards, transfer institution school contacts, occupational/certificate programs, community agencies.

Technological training and updates including but not limited to: Counseling eBinder, Assist, UC/CSU applications, Student Information System (SIS), CANVAS, UC TAP, Transfer resources, CCCTransfer, Common App.

Formula is applied proportionately for hourly assignments: .5 hour S/P Prep for 3.5 -6.5 hours, 1 S/P Prep hour for 7 or more hours per day.

**Area B: Student Contact – Instructional, in load**

**B.1 Instruct college classes .25-3.0**

**B.2 Course Prep, C-Prep .25-3.0**

**B.3 Designated Office Hour, OFC HR .5-1.0**

Course preparation when teaching is part of counselors’ work week hour for hour, up to a maximum of three hours per week. Office hours are adjustable based on number of units being taught in load.

**Area C: College Service: Refer to AFA Contract**

**C.1 Counseling Department Meetings 2.0**

**C.2 Campus Committees deemed essential for counseling representation and student advocacy:** Academic Senate (PFF), CIRT, EPCC, Majors Review, Curriculum Committee, Academic Calendar Committee, ISSC (Integrated Student Success Committee), other committees requiring a counselor representative.

Department liaison meetings; faculty presentations; campus seminar/workshop presentations, departmental liaison presentations and responsibilities, in-service presentation and seminars; attendance at CSU/UC/other conferences by approval.

Santa Rosa Junior College Counseling Department understands when above activities are not occurring, counselors will be available for drop-in or appointments.

**Area D: Professional Service and Development:**

**Refer to AFA Contract 5.0**

**Total 40.0**

**Note:** In all areas other than A.1 and D, if minimum hours required are not maintained, then hours owed shall be added to the requirement in A.1

**Variable and Exchange Assignments, Article 32**

**Variable Compensatory Assignments – outside contractual days**

The counselor variable compensatory assignments were initiated in 1981 (then known as counselor flex obligation) by the district as a cost saving measure to ensure full-time coverage during the high volume summer and semester breaks. At the time compensatory assignments was originated, the obligation was to complete 140 hours. This amount was based on a full-time work week when the college was open Monday through Friday, including evening hours, in the summer months.

Variable compensatory assignments refers to the condition whereby the majority of the regular contract counselors hired after 1981 work 112-140 hours during non- contractual days (winter break, spring break, summer) in exchange for hours to be taken off during the subsequent academic year at a time mutually agreed upon by the employee and district. AFA Contract: http://www.afa-srjc.org/Contract/Articles/art32.pdf

In February/March, the department chair sends out the request for summer hours and counselors indicate which hours will be worked in the summer for variable compensatory time.

In April, the department chair sends out the request for the fall work schedule along with a request for usage of variable compensatory time hours. Although the hours are not yet accrued, it is important that we anticipate when hours will be expended during the regular semester.

In October, the department chair will send out a request for the spring semester schedule along with the request for usage of variable compensatory time hours.

No more than six (6) people may be gone on a given day in Santa Rosa general counseling – check SARS. For Petaluma, at least two counselors need to be present. Compensatory and exchange hours are not to be taken during priority registration (Priority 1 through open registration) unless prior approval is granted by the supervising dean.

Variable compensatory assignment faculty are given priority for working non contractual days (winter break, spring break, summer) to allow them to meet their 112-140 obligation.

**Exchange Assignments - within contractual academic year**

Regular contract counselors may accept exchange assignments, which are additional assignments before or after usual work hours on days of the contract year. Examples of such assignments are outreach, high school visits, college nights, college fairs, or other community activities.

Earning or using variable exchange hours must be requested in advance to the supervising administrator (in consultation with department chair) by using the schedule change form during the contractual academic year. If request is approved, a copy will be sent to the administrative assistant for tracking of these hours.

Exchange hours may be earned for hours worked outside the regular work week during the contract year. Advanced approval is required by the supervising dean.

**Procedures for earning and using variable compensatory and/or exchange assignments**

As compensatory and exchange hours are earned, they are to be logged on a time sheet (blue color for compensatory, yellow for exchange) -21st day of one month to 20th of the next month. Exchange hours are not to be logged on time sheets unless hours have been previously approved. (See administrative assistants for location of sheets).

As compensatory and exchange hours are used, there shall be notation on a tracking sheet kept by the administrative assistant indicating the number of hours used.

No more than six (6) people may be gone on a given day in Santa Rosa general counseling – check SARS. For Petaluma, at least two counselors need to be present. Compensatory and exchange hours are not to be taken during priority registration (Priority 1 through open registration) unless prior approval is granted by the supervising dean.

1. When more CTO requests are received than can be accommodated for a given date/timeframe that is not a recurring conflict\*, the requests will be honored in the following order:
2. If the overlapping CTO requests are received simultaneously by stated deadline, an email will go out to all counselors in the affected location notifying them of the gap(s) in coverage to see if someone is able to rearrange their schedule to fill the gap.
3. Efforts will also be made by the department chair in consultation with the appropriate campus dean to find an adjunct available to meet the coverage needed, if funds allow.
4. If no one is available to fill the gap in coverage, the affected parties will be put in contact with each other to see if they can reach a compromise. If a compromise agreeable to all parties cannot be achieved, the requests will be honored in order of seniority.
5. If the date or timeframe in question is a recurring conflict\* (e.g. Wednesday before Thanksgiving, all Fridays off, etc.), a rotation will be implemented in which those for whom the CTO was most recently approved will go to the bottom of the list for that particular date/timeframe. As semesters/years pass, those at the bottom will gradually work their way back to the top of the rotation.

Compensatory time must be used during the contract year. However, per Article 32, a maximum of 40 hours of variable comp time may be carried over from the current academic year to the subsequent academic year. Additionally, a maximum of 40 hours of exchange time may be carried over from the current academic year to the subsequent academic year.

The supervising administrator, in consultation with the chair, will maintain a record of hours of completed variable comp and exchange assignments for each contract faculty member.

Link to AFA Article 32. 32.06:

<http://www.santarosa.edu/afa/Contract/Articles/art32.pdf>

**College Service and Professional Development**

Refer to Article 17 of the AFA Contract

College service is a part of a faculty/counseling requirement based on AFA contract. Counselors engage in college wide committees, workshops, staff development activities as well as department committees.

In order to take into account our primary responsibility to provide direct service and availability to SRJC students, the following procedures will be followed:

Counselors are expected to adhere to the minimum direct student contact hours as outlined in Area A of the Weekly Workweek.

When possible, counselors should avoid scheduling these activities during peak counseling and pre-registration periods.

Preparation for such activities is considered part of Area D (Professional Development) or Area C2 (College/Department Responsibilities).

Special projects that require additional time within the regular work week must be approved by the Senior Dean, Counseling and Student Success in Santa Rosa and Dean of Student Services in Petaluma. Requests must be made in writing, must specify the total number of hours needed and when scheduled activities will occur. Work must be completed prior to peak counseling and registration periods.

Refer to Article 17 in AFA contract regarding College Service and Professional Development activities.

**Teaching**

Counselors may teach up to 3 units in load (within their 40 hour work week) and up to 6 units a semester overload per AFA contract (above and beyond the 40 hours). In load prep time will be for units taught within the 40 hours in accordance with the Instructional Faculty Policy. Overload instructional prep is done outside the 40 hour work week. In load teaching will include in load office hours. Overload teaching must include office hours outside the counselor work week.

Overload within regular working day must be compensated for by addition of appropriate hours to the week.

Regular staff, based on seniority, shall have the opportunity within their load to teach **a** class(es), up to three units. After this selection has occurred, other teaching assignments may be selected according to Article 16 of the AFA contract.

Class enrollments as set by the Instructional Office and listed in the AFA contract are expected to be at minimum 20. Any exception must be cleared by the Department Chair.

The department will attempt to offer a balanced schedule of MW, TTh courses and Friday, weekend and online.

**Counselor Schedules and Schedule Change Forms**

Counselors shall submit their weekly schedules to the department chair of Counseling according to publicized deadlines.

The department chair will submit all schedules to the appropriate supervising dean. The approved schedule for the semester is to be adhered to unless written change is approved by the supervising Dean.

Schedule Change Forms:

* 1. All schedule change forms are to be submitted to the supervising dean for approval.
  2. Schedule changes are to be submitted at least two weeks in advance to the designated Dean. Any requests less than two weeks must be cleared with the Dean before submitting written request. Every attempt shall be made to avoid canceling scheduled or drop-in assignments.
  3. The supervising dean will sign the Schedule Change forms for approval and distribute one copy to the appropriate respective administrative assistant. The counselor will be notified if the request is denied.
  4. Appointment times (if available) may be shifted to drop-in.
  5. Electronic Schedule Change Forms are located on the shared drive.

**Reporting an Absence**

**COUNSELING:**

Counselors shall call the department, 522-2894 (SR) or 778-3914 and 778-2456 in Petaluma to report an illness or absence. Petaluma folks need to call both numbers.

Board policy 4.7.1P: [https://www.boarddocs.com/ca/santarosa/Board.nsf/Public?open&id=policies#](https://www.boarddocs.com/ca/santarosa/Board.nsf/Public?open&id=policies)

“All absences shall be reported as early as possible prior to the start of class through the District website, utilizing the “Notification of Absence” link on the Faculty Portal.  This will generate a Notification of Absence (NOA) form and contact the appropriate supervisors. The Notice of Absence (NOA) form will be automatically filed with Human Resources.  The NOA will indicate whether the absence is for a partial or full day.  An NOA must be generated for all absences except for absences due to District business.”

**Student Contacts and Appointments (When available)**

For the purpose of MIS reporting and tracking, counselors are required to document appointment attendance and no shows on the SARS screen. Phone contacts, e-mail contacts and any other contacts with students shall also be entered in SARS using the ROSTER function if the student ID is known. In cases in which the student ID is unknown, then the contact shall be documented in SARS as a contact by right clicking in the SARS grid and under Command Menu, click contacts and record as appropriate.

Phone appointments: There are occasions in which a student requests a phone appointment. It will be each counselor’s responsibility to check their SARS schedule to see if they have a phone appointment. If so, the counselor shall call the student at the phone number provided. When students schedule a phone appointment, they are informed that the counselor will be calling them and they are expected to be present to accept the phone call.

“Ask a Counselor”: this function is available to students via the Counseling Webpage. Students submit a question online (different than e-mailing a counselor directly on the outlook account). Designated counselors will have time in their schedule to respond to student inquiries. It is not instant response but simply a way in which students can direct a question electronically to a counselor.

**Travel and Conference**

1. There are two major conferences in which the department traditionally participates:
   1. UC / Ensuring Transfer Success (ETS)
   2. CSU
   3. other
2. Department Conference/Travel - The supervising Dean and Department Chair will review the requests either to determine the number of people attending a given conference or to review requests for other conferences. Upon approval, travel request forms will need to be completed with department administrative assistant and submitted two weeks in advance.

Travel Request Forms must always be completed and approved regardless if being paid by district or individual. See appropriate administrative assistant.

1. Conference information will be shared with the department at staff meetings or electronically. Written information can be placed on the Counseling ebinder.
2. Priority for travel will be full-time staff first, adjunct next.

Supervising Dean and Department Chair will take the following factors under consideration:

1. Counselors who have not attended a conference shall have priority.
2. In the likely event the available funds cannot pay for the entire event (fees and/or transportation), partial funding will be considered.

**Counseling Department Meetings and Meeting Design**

* Facilitated by the Department Chair
* Have an agenda organized by the Department Chair with input from counseling faculty
* Held weekly beginning the second week of Fall Semester, the second week of Spring Semester, suspended from the beginning of priority 1 through the first week of open registration and the early bird deadline both fall and spring terms.
* Priority is direct student contact…
* Planned to provide professional development, collegiality and the sharing of information and expertise to meet the diverse needs of counseling faculty in our work with students. In addition to a brief Open Forum, each meeting may feature a different focus including but not limited to
  + a **general meeting** for conducting department and college business.
  + **curricular work**, which is done in small groups according to curricular interests and/or concerns.
  + a **general meeting** focused on specific information related to our role as counselors; program/department updates, articulation and transfer, technology demonstration and practice.
  + **department committee or specific task group work**; e.g. adjunct training committee, retention committee, high school outreach counselors, schedule development committee, etc.
  + **professional development** and could include department, college or non-college presenters with expertise in the areas that we agree would be helpful to us in working most effectively with our students.

**Counseling Department eBinder**

The counseling eBinder is our internal electronic resource guide. It contains valuable information related to academics, programs, catalog rights, transfer requirements, old general education requirements, etc.

From any browser, visit [counselingbinder.santarosa.edu](http://counselingbinder.santarosa.edu/)

For new users:

* After visiting the above link, click on "Login using CAS"
* Enter your computer login credentials
  + Example: kwood2 *not* [kwood2@santarosa.edu](mailto:kwood2@santarosa.edu)
  + The exact password you use to log in
* Email Kaitlin Wood at [kwood2@santarosa.edu](mailto:kwood2@santarosa.edu), once you've completed the above step. This will prompt her to go in and grant access
  + An email will be sent confirming your access
  + See the steps below for existing user directions

For existing users:

* Enter in your computer login credentials
* **Please note: when you change your computer password, this will change your Binder login information**
* Call or email Kaitlin Wood if you have any problems.
  + [kwood2@santarosa.edu](mailto:kwood2@santarosa.edu)
  + (707) 524-1650

Developing the Schedule and Signing Up for Classes & Allied Assignments

The department’s instructional schedule is developed by the ***Curriculum and Schedule Development Committee***. We develop the fall schedule in November/December, the spring schedule in August and summer schedule in November. Generally we use the preceding “like” semester (i.e. spring for spring and fall for fall) as the base. We look at current and past enrollments and solicit input from all faculty regarding suggestions. We also factor in district concerns based on budgets and projected enrollment growth or decline. Allied counseling assignments are developed by the department chair in consultation with each campus Dean (Dean of Counseling and Support Services in Santa Rosa and Dean of Student Services in Petaluma).

Once the schedule is produced (proof 1) instructional bid sheets are sent out electronically. Two sets of procedures are used; those that are incorporated as part of the district-AFA union agreement and those that are left to the department to develop. Negotiated procedures have precedence over department regulations. Hourly assignment (adjunct) procedures are listed in Article 16 of the district/AFA agreement. It can be viewed at http://www.afa-srjc.org/Contract/Articles/art16.pdf. Department Procedures regarding Article 16 are available at the end of this document.

# Curriculum and Schedule Development Committee Description

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**The Curriculum and Schedule Development Committee will be composed of one faculty member from each area: Human Services, Career and Transfer, and Student Development/College Success. The Department Chair and the Petaluma Counselor designee.**

The committee will meet twice a semester, more as needed. Each area representative will solicit feedback from other counseling faculty in their area.

The responsibilities of the Committee are as follows:

1. Meet each semester to review course offerings and build the Counseling Department schedule.
2. Review all proposals for new Counseling curriculum.
3. Evaluate the impact of both new curriculum and expansion of current curriculum on the offerings.
4. Review Department curriculum offerings periodically in relation to institutional and college needs.
5. Monitor the cycle of quadrennial review for the Department curriculum.
6. Report deliberations and recommendations to the Department for review, discussion, and action as needed.

Members of the Committee will be appointed by the Department Chair, from among those who express interest, for a term of three years. The committee members will serve on a rotating calendar so only one member each year will be new.

Adopted: Nov. 4, 2005 X:\Department chair\Schedule Development\Revision of Schedule Development Committee.doc

# Regular Counseling Faculty Hiring

1. Regular faculty hiring in the Counseling Department is conducted in accordance with the provisions of the Board approved District hiring procedures.
2. According to past practice, the Counseling Department maintains a list of the regular counseling faculty that allows for systematic rotation in the hiring of regular counseling faculty.
3. When regular counseling faculty members complete their service on a selection committee for a regular faculty hiring, their names go to the bottom of the rotation list in alphabetical order.
4. If a regular counseling faculty member chooses to pass on the opportunity to participate on the selection committee for a regular counseling faculty hiring, that counselor maintains his or her position on the rotation list. Should a counseling faculty member pass on two consecutive hirings, his/her name goes to the bottom of the rotation list.
5. After completing the District’s tenure review process, a regular counseling faculty member becomes eligible for the rotation list to serve on a selection committee for a regular counseling faculty hiring. At that time, the counselor(s) joins the bottom of the rotation list by date of hire and in alphabetical order.

**Internship Opportunities in the Counseling Department**

The internship at the SRJC Counseling Department is a two-semester program designed to provide the information and experiences necessary to become a community college counselor. The training will include exposure to the full range of services provided by SRJC and an understanding of how Student Services and Counseling contribute to the mission of the College.

The number of interns will vary according to the availability of counseling faculty who are willing and able to provide supervision and training.

The internship experience is designed to support the academic pursuits of enrolled graduate students whose primary objective is to gain community college counseling experience and training. Completion of the internship does not provide the participant access to the adjunct counseling pool without following the appropriate application and selection proves.

**Process for Becoming a Counseling Department Intern at SRJC**

1. Letter of request with resume or vita sent or given to the Department Chair of Counseling.

1. Applicants are contacted by the Department Chair, notified if there are internships available, followed by an interview.
2. Second interview is arranged with the intern supervisor if appropriate.
3. Requirements of internship placement reviewed with prospective intern’s advisor.

**Screening Criteria**

1. Minimum 30 units of graduate coursework in counseling completed by the start of the internship.
2. Ability to invest 16 hours a week towards internship.
3. Commitment to the full two semester internship program.
4. Willingness to learn the role of the community college counselor.
5. Ability to learn the information critical to the delivery of effective and accurate counseling services to students.
6. Willingness and ability to learn and participate in each of the three counseling components (academic, career, and personal concerns) as they relate to student academic success.
7. Willingness to participate in an internship that includes training, active participation and an assessment of skills and information necessary to become a community college counselor.

**Other Information**

1. Interns will observe a minimum of five different counselors.
2. Interns will be observed as a counseling assistant by a minimum of three different counselors.
3. Supervision will include review of Student Education Plans, ethical issues regarding counseling and student rights.

Specialized placements will be reviewed by the Department Chair and Dean regarding terms of the placement including intern qualifications, nature of student contact, length of placement and desired outcomes.

**Internship Outline**

First eight weeks counselor observer

1. Weekly meeting with intern supervisor

2. Observation of: counselor appointments

counselor drop-in

guidance classes

high school liaison activities

student services and related campus visitations

college organization and governance

1. Review of counselor information binders, articulation, matriculation, admissions

and records, registration information

1. Other activities by arrangement (career testing, etc.)

Second eight weeks counselor assistant

1. Weekly meeting with intern supervisor
2. Supervised contact with students (appointments and drop-in).
3. Assigned time in specific counseling offices ( DRD, Transfer Center, EOPS, ESL, FA, CalWORKs, etc.)
4. Student Services visitations
5. counseling class observations
6. Other activities by arrangement

Second semester

1. Weekly meeting with intern supervisor
2. Counselor appointments, appropriate supervision
3. Counselor drop-in, appropriate supervision
4. Co-lead Counseling 270: Introduction to Counseling
5. Opportunity for in-depth exposure to particular counseling program areas
6. Other activities by arrangement

**Department Procedures: Article 16, Hourly Assignment Procedures**

I.          “Hourly Assignments mean those assignments, generally paid on an hourly basis, which remain available after all regular, probationary and temporary faculty assignments have been made or determined. Summer session, inter-session and overload assignments for regular faculty are considered to be hourly assignments. Therefore, all assignments that are a part of regular counseling faculty load will be made first.”

#### Initial Eligibility According to the AFA/District Contract, except for some

adjunct faculty responding to a less than “Satisfactory” evaluation conclusion, only faculty members who have received a “Satisfactory” or better evaluation conclusion can be considered for hourly assignments.

#### III.       “Assignment Priority means the preference given to faculty for receiving hourly assignments.” Assignment priority is established by length of service according to the provisions of Article 16.04.B.

#### IV.       Repetition of Load and Assignment Priority

#### Fall and Spring Semesters: Instructional and Counseling Assignments

1. Whenever possible, the assignment for faculty with assignment priority will repeat the hourly load actually performed by the faculty member in the previous like semester (fall/fall, spring/spring).
2. A repetition of load does not guarantee specific course, day, time, location or schedule of assignments.
3. Per department past practice, if an adjunct counseling faculty member’s course or counseling assignment is cancelled, he or she may not “bump” another less senior counseling faculty member.
4. Per the AFA contract and department procedures (May 1994 Counseling Department Procedures Manual), regular counseling faculty overload assignments for fall and spring semesters should not exceed 40%. Per department past practice, this restriction does not apply to Counseling 270 and emergency replacement assignments. All overload assignments over 40% must be reviewed and approved by the Dean of Counseling and Support Services in Santa Rosa or the Dean of Student Services in Petaluma.
5. When an adjunct counseling faculty member has not performed an assignment for more than two consecutive semesters, he or she will lose assignment priority in the department. (Article 16.0 B, 2)
6. Counseling faculty members in replacement positions do not accrue assignment priority or usual load consideration.

(Article 16.04, C.5.b)

1. There is no assignment priority guarantee for assignments above 40% (Article 16.04 C 4)
2. An adjunct counseling faculty member who has lost assignment priority may remain in the adjunct faculty pool for a period of up to four years from the date of last paid service. Following a period of more than four years without performing paid service in the department, the former faculty member must successfully complete a new hiring procedure to be reemployed as a new hire. (Article 16.04 B 3)

### Summer Session

1. Instructional Assignments
2. Assignment priority for summer instructional assignments, including Counseling 270, is determined by length of service. Contract counseling faculty members will be assigned summer instructional assignments in ranked order according to the length of service list.
3. Until all contract counseling faculty have had the opportunity to request a summer assignment, no counseling faculty may request more than 1 course from 1 to 3 units, excepting those who select a .5 unit course who may select 2 courses (1 unit).
4. The maximum load for Summer Session instructional assignments is 40%, including Coun 270. This restriction does not include emergency replacement assignments. All assignments over 40% must be reviewed by the Department Chair and approved by the Dean of Counseling and Support Services in Santa Rosa or the Dean of Student Services in Petaluma.
5. Adjunct counseling faculty, according to the length of service list, may request any summer session instructional assignments remaining after the contract counseling faculty requests have been met.
6. If a counseling faculty member’s course is cancelled, he or she may not “bump” another less senior counseling faculty member.
7. There are no usual load provisions for Summer Session.
8. 2.)Counseling Assignments
9. Assignment priority for summer counseling assignments is determined by length of service. The Department Chair, in consultation with the Dean of Counseling and Support Services in Santa Rosa and the Dean of Student Services in Petaluma, makes these assignments. Counseling faculty are offered summer counseling assignments in the following order:
10. Contract variable compensatorycounselors according to the length of service list.
11. Contract counselors who wish hourly assignments beyond the variable compensatory obligation according to the length of service list.
12. Adjunct faculty according to the length of service list.
13. There are no usual load provisions for Summer Session, and if a counseling faculty member’s counseling assignment is cancelled, he or she may not “bump” another less senior counseling faculty member.
14. Basis for Assignments

Instructional Assignments:

A.      As members of the Counseling Department who have met the minimum qualifications set out by the statewide Academic Senate and the department’s professional standards as established in the hiring process, all regular and adjunct counselors with satisfactory evaluations are eligible for instructional assignments within the department’s curriculum.

#### Basis for Assignments: Counseling

1. As members of the Counseling Department who have met the minimum    qualifications set out by the statewide Academic Senate and the department’s professional standards as established in the hiring process, all contract and adjunct counselors with satisfactory evaluations are eligible for hourly counseling assignments.

##### Communication Process: Instructional Assignments.

As the dates and timelines will differ from semester to semester, the Department Chair will monitor and communicate all deadlines to the counseling faculty.

1. After receiving Proof 1, the Department Chair will meet with the Schedule Development Committee to review and recommend course offerings for the subsequent semester.
2. The Department Chair will send the course offerings for the subsequent semester to the counseling faculty via email requesting preferences in ranked order.
3. Counseling faculty members must forward their preferences via email or in writing to the Department Chair by a date certain.
4. Counseling Faculty preferences will be taken into consideration when making assignments but there is no guarantee of a specific course. Assignments are based on like load, not specific courses. Article 16.04.C.1.e
5. Any courses not selected within 2 weeks of the Proof 2 submission date will be opened to all counseling faculty and assigned following the length of service list.
6. Assignments will be considered “reviewed and approved” when published electronically as part of the schedule of classes for any academic term of instruction. Article 16.02, B 2

## **VIII.     Assignment and Communication: Counseling Assignments**

A. Prior to each term, the Department Chair in consultation with the Dean of Counseling and Support Services in Santa Rosa and the Dean of Student Services in Petaluma, will determine which counseling assignments are needed and to be offered.

B. The Department Chair in consultation with both deans will send offers of assignments based on length of service and like load.

C. There is no guarantee of specific days or times. Assignments are based on like load. Article 16.04.C.1.e

D. Counseling faculty members will be notified of their assignments by the office of the Dean of Counseling and Support Services.

**IX. Online Teaching Expertise**

Must have either (1) Taught a total of 6.0 online semester units for an accredited college or university within the last 5 years or (2) passed a class or classes totaling at least 2.0 semester units at an accredited college or university on the pedagogy of teaching online within the last 5 years or (3) demonstrate successful completion of SRJC online teaching training within the last 5 years or (4) demonstrate successful completion of at least 30 hours of certified training in teaching online from @ONE (or comparable organizations as determined by SRJC) within the last

5 years- (Adopted at Counseling meeting on May 5, 2011)

**X. EOPS Counseling Expertise as defined by Title 5 Regularions – 56264**

EOPS counselors are certificated [academic] counselors in the EOPS program and must possess…

a) master’s degree in counseling, rehabilitation counseling, clinical psychology, counseling, psychology, guidance counseling, educational counseling, social work, or career development, or the equivalent, and

b) In addition, EOPS counselors shall:

1) have completed a minimum of 9 semester units of college course work predominantly relating to ethnic minorities or persons handicapped by language, social or economic disadvantages OR

2) 6 semester units or equivalent of a college-level counseling practicum or counseling field work courses in a community college EOPS program, or a program dealing predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages and,

c) In addition, an EOPS counselor shall have 2 years of occupational experience in work relating to ethnic minorities or persons handicapped by language, social or economic disadvantages.

**SRJC College Policies and Procedures**

It is important that you are aware of the many college policies and procedures. They are all posted online at the following link:

www.santarosa.edu/polman

* Section 0: Bylaws of the Board of Trustees
* Section 1: Philosophy, Mission, and Goals
* Section 2: District Governance
* Section 3: Academic Program
* Section 4: Human Resources
* Section 5: Finance
* Section 6: Facilities Planning
* Section 7: Community Relations
* Section 8: Student Services

**Counseling Department Safety Plan**

If you find you are caught in an unexpected situation in which you need help, let the student know you want to give them your undivided attention and call anyone in the department you think is likely to answer – keep trying extensions until you get a live answer:

Counselor comment to the student: “You know, it is very important for me to address your concerns and I have an appointment coming in so I’m going to contact someone at the front desk to have them cancel my next appointment.”

**Code A**: “Please cancel my next appointment.” This means a student is agitated, or demonstrating questionable behavior and the faculty/staff member is requesting someone to be close by. This call should be made to the front desk staff, or anyone in the department who picks up their phone.

**Response from front desk staff**:

Question #1: “Do you want me to come to your office to get you out of something?” Yes/No

If the answer is YES, staff should come to the caller’s office and say, “Hey, can you come help me with something real quick.” This would allow the caller to exit their office and evaluate next steps with other staff members.

Question #2: Do you want me to contact District Police? Yes/No

**Code B**: “Something just came up that needs some extra time. Please cancel my appointment with **Pedro Avila**.” This indicates the need for immediate assistance from Campus Police. The receiver of this call should call Campus Police at x1000 and report the need for assistance with a disruptive student. A faculty or staff member should also come to assist.

Alternative code that is used in the Student Health Center: They use a code word (“ext. 1818”) internally in case anyone is with a student they feel is dangerous, want police to come, but do not want the student to know that. A staff member would call another and say something like, “Please let my next student know I will be running a bit longer; if you need to reach me just call extension 1818.”  Then someone would call 1000 and pass this along.

Response from staff to confirm the need to contact campus police:

Do you want me to contact District Police for immediate assistance? Yes/No

**Code C**: Nonverbal Codes: If you are in your office or location and hear loud noises or suspect the staff member needs support give them a visible thumbs up. If they return the gesture they feel the situation is under control, if they do not give a thumbs up then contact district police and go to support them. One could pretend to need a file from the office, another way could be to just step in and ask how you can help, “It got kind of loud in here, I just wanted to see if there is something I can help with.”

**Recommendations:**

* Regular reminders of the safety plan each semester, practice plan with department.
* Create and post a visual safety plan cheat sheet in all work areas.
* Program important phone numbers in office telephones.
* Have sample scripts available to assist with verbiage in specific situations.
* Hold a department meeting at the beginning of the semester/year and review safety procedures as part of the agenda.
* De-escalation training for front desk staff and others who would benefit.
* Consider how you arrange your furniture for your safety should you need to get out of your office.
* If you have an appointment scheduled with a student you believe may become disruptive or even dangerous, alert the Dean, colleague or district police to develop an observation plan – have a colleague outside the door to listen for any need to call for help or intervene.

**Suggestions:**

* Drills/practice
* Use the plan to check in with people, if there are loud noises, etc, peek in and give a thumbs up.
* Remember you can call the police directly; it may also be helpful to have another employee call for the following reasons:
* They can give a clearer description of the situation and can describe the person, which could be uncomfortable and could escalate the behaviors of the person being reported.
* They can come to assist you and be another warm body until the police arrive if that is necessary